



Town of Brookline

Massachusetts

**Department of Planning and
Community Development**

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Kara Brewton
Acting Director

The Town of Brookline, an urban/suburban community of 60,000 abutting the City of Boston, is seeking candidates for an Interim Regulatory Planner. The position will be 37.5 hours a week, commencing mid-July 2013 through mid-October 2013. The successful candidate for this position will be responsible for a range of planning responsibilities in the Regulatory Planning Division of the Department, including supporting the Planning Board, Board of Appeals, and Brookline Preservation Commission. Specific responsibilities may include:

- Providing support to the Town's Planning Board and Preservation Commission with respect to development and design review, including helping prepare staff reports and presenting information to the Boards.
- Attending Planning Board and Board of Appeals meetings (4-6 evenings per month), including preparing draft minutes and making presentations.
- Answering public inquiries on questions of zoning and planning activities in the Town; and
- Other responsibilities as assigned.

The ideal candidate will have strong technical skills and be able to read plans and interpret basic zoning regulations; should be good with the public and able to clearly articulate complex concepts in accessible terms; will have strong report writing skills and computer skills, including knowledge of Power Point, Arc GIS, Excel and InDesign. Applicants should have a Master's degree in urban planning or at least five years of related planning experience. The Town of Brookline provides a supportive and flexible work environment that is focused on providing high level of service to the public and high quality urban planning for the Town. Specific hours are flexible but attendance at some evening meetings is required. Compensation depends on qualifications. To apply, please send a cover letter and resume by 7/10/13 to:

Polly Selkoe
Assistant Director for Regulatory Planner
Department of Planning & Community Development
Town of Brookline
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Brookline, MA 02445
pselkoe@brooklinema.gov

The Town of Brookline is an equal opportunity employer.